



POSITION VACANCY ANNOUNCEMENT
#NGSD-HRO- 17-FTNGD-05
Opening Date: 28 October 2016
Closing Date: 15 November 2016

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: HR Sergeant

LOWEST/HIGHEST GRADE AUTHORIZED: SPC.E-4 through SGT/E-5

DURATION OF ASSIGNMENT: 15 Nov 16 – 10 Nov 17. This position is Full-Time National Guard Duty (FTNGD) (Formally ADOS) and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: 196th Maneuver Enhancement Brigade

SELECTING OFFICIAL: MAJ Brain Hass
Personnel Officer
2940 (1-605-357-6842)
brian.p.hass2.mil.@mail.mil

LOCATION: Sioux Falls, SD

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

General Human Resources/ Admin duties to include but not limited to:

- Preparing OER/NCOER for review
- E4 and below promotions
- Extensions/expired ETS
- EPS fills
- 4100/4104 scrub
- Incentive/bonus payments
- OIP Inspections
- Family Care Plans
- DEERS operator

QUALIFICATION REQUIREMENTS:

- a. General: Applicant must be a member or become a member of the SD National Guard.
- b. Experience, education or training which demonstrates knowledge of equipment to be able to do routine jobs, simple administrative tasks, and is able to use common equipment in the line of work.
- c. Other: Applicants must be able to complete the determined tour of military duty prior to ETS. Applicants must have reliable transportation and live within fifty (50) miles of the duty station. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Position may require weekend or evening hours.

Submit the following:

- 1. DA Form 1058-R (Army Guard).
- 2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
- 3. Letter of Recommendation from Unit Commander.
- 4. Resume.
- 5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
- 6. Most recent AITS height and weight printout
- 7. Most recent DA Form 5500 or 5501 [If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
- 8. APFT Score Card (DA 705) with a successful passing score within 12 months.
- 9. . Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants should notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender), national origin, political affiliation, sexual orientation, marital status, retaliation, parental status, or other non-merit factor. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.